AMENDMENT OF SOLICITAT	TION/MODIFICATI	ON OF	CONTRACT	1	. CONTRACT ID CODE	Page
						1 of 6
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 11/25/2003		IISITION/PURCHASE REQ. NO.	5. PI	ROJECT NO. (If applicable	
6. ISSUED BY	CODE AO801	1	7. ADMINISTERED BY (If	othe	r than Item 6) CODE	
AO801 Office of Procurement	71000 H		7. ADMINIOTERED DT (II	Olifici	than hem of CODE	
359 Ford HOB Washington, DC 20515						
8. NAME AND ADDRESS OF CONTRA	ACTOR (No., street,	county, S	tate and Zip Code)	(X)	9A. AMENDMENT OF SC OPR04000101	LICITATION NO.
				(X)	9B. DATED (SEE ITEM 1 11/21/2003	
					10A. MODIFICATION OF NO.	
CODE	FACILIT	Y CODE			10B. DATED (SEE ITEI	VI 13)
0002			PLIES TO AMENDMENTS OF S	OLIC	ITATIONS	
X The above numbered solicitation is a	mended as set forth in Iten	n 14. The h	nour and date specified for receipt of C	Offers	is extended,	x is not extended.
,	•		date specified in the solicitation or as		. ,	
submitted; or (c) By separate letter of TO BE RECEIVED AT THE PLACE IN REJECTION OF YOUR OFFER.	or telegram which includes DESIGNATED FOR THE F If by virtue of this amendm	a reference RECEIPT Onent you de	mendment; (b) By acknowledging rece to the solicitation and amendment nu F OFFERS PRIOR TO THE HOUR A sire to change an offer already submit	mbers ND Dated, se	E. FAILURE OF YOUR ACKNOW ATE SPECIFIED MAY RESULT LICH change may be made by te	OWLEDGMENT F elegram or
12. ACCOUNTING AND APPROPRIAT			and this amendment, and is received p	prior to	o the opening nour and date sp	естеа.
		CC	ILY APPLIES TO MODIFICATION OF			
A. THIS CHANGE ORDER IS I THE CONTRACT ORDER NO.	SSUED PURSUANT TO:		ACT/ORDER NO. AS DESCRIBED IN thority) THE CHANGES SET FORTH			
B. THE ABOVE NUMBERED Containing of the changes in paying office, approximately approx			O REFLECT THE ADMINISTRATIVE (CHAN	GES (such as	
C. THIS SUPPLEMENTAL AG	REEMENT IS ENTERED I	NTO PURS	SUANT TO AUTHORITY OF:			
D. OTHER (Specify type of mo	odification and authority)					
E. IMPORTANT: Contractor is	s not, is require	ed to sign	this document and return	copi	es to the issuing office.	
14. DESCRIPTION OF AMENDMENT/I	•	•	y UCF section headings, including	g soli	citation/contract subject ma	tter where feasible.)
• •	Date: December		of the pre-proposal contenence.			
	me: 1:00 pm - 3 ocation: Ford House		uilding, Room 224			
b. Interested vendors must provide the point of contact, number of attendees,			avis via email at edwin.davis@ma	ail.ho	use.gov, if you plan to atten	d: company name,
Except as provided herein, all terms and conditions		Item 9A or 10				
15A. NAME AND TITLE OF SIGNER (7	Type or print)		16A. NAME AND TITLE OF CO Edwin Davis	NTRA	ACTING OFFICER (Type o	r print)
15B. CONTRACTOR/OFFEROR	15C. DATE	SIGNED	16B. U.S. HOUSE OF REPRESI	ENTA	TIVES	16C. DATE SIGNED
(Signature of person authorized to	sign)		BY(Signature of Contract	ing C	fficer)	11/25/2003

ine Item	Document Number	Title				Page
ummary	OPR04000101/0001	CAO Custor	ner Service Mode	1		2 of 6
No Funding Ir	nformation					
ne Item Iumber Description		Delivery Date (Start date to End date) Quantity			Unit Price	Total Cost
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					Grand Total:	

Solicitation	Document No.	Document Title	Page 3 of 6
Amendment	OPR04000101/0001	CAO Customer Service Model	

TABLE OF CONTENTS

SECTION A Solicitation/Contract Form	4
A.1 Summary of Changes	4
SECTION L Instructions, Conditions and Notices to Bidders	5
L.1 Submissions	5

Solicitation	Document No.	Document Title	Page 4 of 6
Amendment	OPR04000101/0001	CAO Customer Service Model	_

SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

Clause 'HC.12.003 - Submissions' has been edited.

Solicitation	Document No.	Document Title	Page 5 of 6
Amendment	OPR04000101/0001	CAO Customer Service Model	_

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.003 SUBMISSIONS

JULY 2001

The offeror shall provide one electronic version via e-mail to: edwin.davis@mail.house.gov, in MS Word format or one fax version of their proposal in response to this solicitation by 1/12/04. The CAO will conduct a pre-proposal conference on 12/09/03 from 1:00 pm at the Ford House Office Building, Room 224 to give an overview of the project and answer vendor questions as time permits. Vendors are encouraged to attend and submit any additional questions in writting by not later than 12/12/04.

Each proposal shall be place in separate division and be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

- * Techincal Approach shall not exceed 30 pages
- * Past performance shall not exceed 10 pages
- 1. Proposal will be evaluated based on the information provided below and awarded to the contractor whose proposal is the most advantageous to the House. Technical Approach, Personnel Qualifications and Past Performance are equal and more important to Costs. The Offeror's Proposal shall include, and be divided into sections as follows:
 - Section A Proposed Technical Approach
 - Section B Personnel Qualification
 - Section C Past Performance
 - Section D Cost Proposal

Section A - Technical Approach

The contractor shall describe the technical approach that will be used to execute the phases described above. The approach shall include:

- Demonstrated methodology for performing the phases contained in the statement of objective.
- Method for developing and managing preparation/review of deliverable products
- Process for assuring the quality of content in deliverable products
- The contractor shall include a project management approach to track the delivery of products and services related to this contract and to work with the COR and staff. This includes:
 - To ensure proper planning for work breakdown and schedules
 - To establish realistic budgets that reflects actual progress for each phase
- To report performance of work on an accurate and objective basis and to identify any problems or issues as early as possible
 - Working relationship with the COR and House staff

Section B - Personnel Qualifications

The offeror shall include proposed staffing approach that addresses the management and timing of staffing decisions for assigning people to the project and removing them from the project. The staffing approach must be definitive enough to provide the House with a clear understanding of how the offeror intends to staff this project order (with Key and non-Key personnel) to successfully meet all the requirements of the statement of work This includes:

- Identify team members, to include partner, manager, senior, industry specialist, etc. Any subsequent changes in key personnel must be approved by the House.
- Provide resumes for each member, to include relevant experience, education, professional accomplishments, and position in the firm.
- Represent in the proposal that the information is accurate and complete and that the individuals named are available for assignment on the date the purchase order becomes effective.

Solicitation	Document No.	Document Title	Page 6 of 6
Amendment	OPR04000101/0001	CAO Customer Service Model	_

For each personnel please provide the following information: Individual's name, title, telephone number (business and cell), and email address.

Section C - Past Performance

- 1. Provide information covering the past three years for projects with the same or similar requirements and cost magnitude. Include customer name, description and duration of project for which labor was supplied and labor categories supplied, contact names, phone numbers and e-mail contact information for each current and past customer.
- 2. Provide the company's Dun & Bradstreet Number for the purposes of performance and credit history validation.

Section D - Cost

Offerors shall provide a breakdown of fully loaded labor rates that support quoted prices. Offeror shall indicate the staffing necessary to meet the requirements specified above. The Government intends to award a Firm Fixed Price (FFP) contract.